



# 2020 VENDOR PARTICIPATION GUIDELINES

Harbour Nights is the Bermuda Chamber of Commerce's signature event, a fun filled weekly street festival held each Wednesday evening during the summer months. It is a celebration of our unique Island culture. The event is an opportunity for our visitors to enjoy all that Bermuda has to offer, from lively entertainment to great cuisine and shopping.

## VENDOR CLASSIFICATION:

- **ARTS & CRAFTS:** SPANNING THOSE WHO DESIGN AND CREATE ITEMS FOR SALE (INCLUDING: JEWELLERY, OILS, HAIR PRODUCTS, BOOKS ETC.) TO THOSE WHO PROVIDE A SERVICE ON THE HUMAN BODY (I.E. HAIR BRAIDERS, FACE PAINTERS, HENNA TATTOOS, AIRBRUSH TATTOOS ETC.)
- **FOOD:** PROVIDE A MEAL (E.G. FISH SANDWICH, HAMBURGERS, CODFISH & POTATO BREAKFAST, ROTI, PIZZA)
- **SNACK FOOD:** SOMETHING TO KEEP THE HUNGER AT BAY (E.G. JUICE STAND, POPCORN, SNOWBALLS, COTTON CANDY, CUPCAKES, COOKIES)
- **REGISTERED CHARITY:** ONE OF BERMUDA'S 400+ REGISTERED CHARITIES
- **EXPERIENCE PROVIDER:** THOSE WHO CAN PROVIDE AN EXPERIENCE AND/OR ACTIVITIES (E.G. BOAT BUILDING, HONEY PACKAGING, PERFUME MAKING, KITE MAKING, CHILDREN'S ACTIVITIES ETC.). THOSE IN THIS CATEGORY MUST BE ABLE TO OFFER HANDS ON DEMONSTRATIONS/EXAMPLES OF THEIR PRODUCT (E.G. TEACH NOTES OF STEEL PAN TO ONE BAR OF MARY HAD A LITTLE LAMB)

## THE SELECTION PROCESS:

- Applications with all supported documents (see Vendor Checklist) must be submitted by the printed due date.
- All applications will be vetted by the Harbour Nights Review Committee. Product samples must accompany the completed application form for new vendors / photos for existing vendors.
- The Committee reserves the right to approve or deny any application, based on agreed criteria and their decision will be final.
- The Chamber will notify applicants of the Committee's decision.
- *Applicants must be paid up members of the Chamber in order to participate in Harbour Nights.*

#### PAYMENT:

- **ONCE YOUR APPLICATION HAS BEEN APPROVED, payment in full must be received no less than 5 business days prior to your approved start date.**
- Late Payments will incur a \$50 charge per transaction.
- No payments will be accepted prior to vetting.
- *Submitting payment prior to vetting does not guarantee participation in Harbour Nights.*
- Payment should be made directly to the **Bermuda Chamber of Commerce. Payment details will be given to confirmed vendors.**
- Credit will not be extended to any applicant, failure to pay will result in your application being canceled.
- *Any unsettled debts at the end of the season will be charged to the credit card listed on your application.*

#### CANCELLATION POLICY:

- All payments are deemed final and will not be refunded under anything less than extreme circumstances.

#### RAIN POLICY:

- The Bermuda Chamber of Commerce will make the call to cancel Harbour Nights, due to inclement weather at **4:00pm**.
- An email will be sent to vendors to inform them of the cancellation.
- *There will be no refunds for inclement weather.*

#### START AND FINISH TIME:

- The City of Hamilton, in cooperation with the Bermuda Police Service, is responsible for closing the roads promptly at 6pm.
- They will reopen at 11pm.
- **Vendors ARE NOT permitted to start set up prior to 6pm.**
- **All vendors must arrive at their table locations at 6:00pm. If a vendor arrives after such time it will result in their table being packed away for the evening, with no chance of collecting it.**
- All cars must be moved from the route by 6:45pm.
- Breakdown begins promptly at 10pm, but not before as roads will be closed and inaccessible.
- **Vendors may not bring their cars onto the route for pack up until 10pm.**
- For their own safety, vendors must be off the street by 11pm.
- **If vendors are not off the street by 11pm, they may be subject to a fine by the Corporation of Hamilton.**

#### MERCHANDISE CRITERIA:

- ALL merchandise must be vetted and approved by the Review Committee before the start of the season.
- **Merchandise which has not been approved cannot be sold.**
- The Chamber reserves the right to temporarily seize any unapproved merchandise and revoke a repeat offender's permit.
- **Merchandise** will be judged on agreed and consistent criteria (e.g. the same rules apply to everyone!) and must reflect a standard of quality consistent with the Bermuda image.
- To help clarify whether your product is suitable, please ask yourself the following questions:
  1. Was a significant part of the manufacturing process completed in Bermuda?
  2. Is the product concept of Bermuda origin and made in or for the local market?If the answer to both is no, then more than likely it will not be approved.
- ***Product Mix will be a factor, and the Committee reserves the right to limit the number of any type of vendor.***

#### INSURANCE:

- All vendors need to complete the insurance waiver form. This is mandatory.
- For vendors providing funcastles and similar activities, the High Risk form needs to be signed and the indicated insurance must be in place before the start of the season.
- All other vendors must sign the Low Risk form.
- If you are unsure of your insurance classification, please contact the Chamber of Commerce.

#### SPACE ALLOCATION:

- It is limited to an area of **10x10 (with tent 12x12)**, per application.
- Vendors must remain in the space allocated by the Chamber (please look out for your assigned number, which will be marked on the sidewalk).
- Vendors will also receive 1 table & 1 chair, which will be distributed at the beginning of the season, vendors will be responsible for transporting tables to and from Harbour Nights each week. Tables and chairs must be returned to the Chamber by Wednesday September 2<sup>nd</sup>, 2020.
- Any vendor who fails to return their table by 2nd September, 2020 will be liable to pay a \$200 replacement fee.
- All vendors are asked to respect the Chamber's property.
- **Vendors who exceed the 10 x 10 (with tent 12x12) space will be charged accordingly.**

#### ELECTRICAL SUPPLY:

- While every effort will be made to accommodate vendors with their electrical requirements, **power is not guaranteed.**
- Those requiring 220V **must provide** a sample plug in advance of the season. All vendors supplied with electricity must source their own 100' extension cord **an either use duct tape or mat to secure their cords.**
- The Chamber of Commerce reserves the right cease access of power at anytime to any vendor who does not safely secure power cords. Cords **MUST** be secured with tape and **PRIOR** to sale of any goods. It is the vendor responsibility to provide tape.

#### DISPLAYS/MARKETING OF YOUR PRODUCT:

- They must be professional and attractive—consistent with the overall high quality of the event. You are welcome and encouraged to brand your stall with your logo and other collateral materials.
- No profane or obscene images are to be used.
- All vendors must use adequate lighting to showcase their display.
- Fairy lights can be purchased from the Chamber for \$40 a set.

#### TRASH:

- Vendors are responsible for the proper disposal of their own trash.
- Food vendors must remove their oil and other debris when they leave.
- The City of Hamilton reserves the right to impose a \$500 service charge on any food vendor who disposes of their grease incorrectly.
- **NOTHING should be dumped overboard, in the planter beds or down the City drainage system.**
- **Penalties will be assessed** if complaints are received from The City of Hamilton.

#### PARKING:

- Parking will not be permitted on Front Street.
- Number 1 is NOT permitted for parking.
- ***If parking is permitted Parking lot 5, this will be communicated on a WEEKLY basis, in the Vendor Communication email.***
- All areas will be used for activities during Harbour Nights from 6:00pm to 11:00pm.
- Each vendor will receive a Vendor Parking Permit, to allow easy access through police barriers. Parking is permitted, on Front Street: west of the Bird Cage, Burnaby Hill, and Parliament Street.

I have read the 2020 Guidelines for Vendor Participation and agree with the terms. I understand that if I am found to be in contradiction to any of these guidelines, The Bermuda Chamber of Commerce reserves the right to revoke my license to participate in Harbour Nights.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### INQUIRIES

Questions regarding this Vendor Agreement should be directed to:

Tanya Cropley Minors  
Marketing and Community Outreach Specialist  
Phone: (441) 295-4201 Ext. 3      Email: [tcminors@bcc.bm](mailto:tcminors@bcc.bm)